

Operations and Centre Manager

Drumchapel L.I.F.E (Charity Number SC033068)

Based at The Phoenix Neighbourhood Centre, Drumchapel

Part-Time 25.5 hours per week

Salary £33,450 pro rata



Closing 14th May 2025

Drumchapel L.I.F.E. is an anchor organisation, which has supported its local community since 2002. A key objective of the organisation is to provide or support services that keep those most at risk of isolation connected with their communities. Working collaboratively across the North West of Glasgow, Drumchapel L.I.F.E. supports the development of healthy, sustainable communities where everyone is included regardless of personal circumstance.

The main purpose of the post is to maintain the smooth running of Drumchapel L.I.F.E. and the Phoenix Neighbourhood Centre.

Your role will include

- Responsibility for overseeing day-to-day operational activities and the management of the centre.
- Overseeing and managing the annual regulatory requirements of the Centre, ensuring all legal obligations are met, and dealing with necessary repairs timeously. All in line with budgets.
- Overall line management of the staff of the Centre.
- Sourcing funding opportunities which are suitable for the charities objectives and will complement existing services.
- Being the legal budget holder for the organisation.
- Organising the annual AGM.
- Reporting to the board of directors at quarterly board meetings.
- This role will also include administrative tasks integral to operations.
- Engage in any other duties necessary for the smooth running of the Centre.

About you

- You should display a calm and organised manner, and have the ability to engage with people of all backgrounds.
- You should be embedded in the local community.

For more information visit www.drumchapellife.co.uk/get-involved

You can send your CV and covering letter using the form below or email them to Directors@drumchapellife.co.uk

You can also send your CV and cover letter by post to Drumchapel L.I.F.E., The Phoenix Centre, 5 Monymusk Place, Drumchapel, G15 8JH, to arrive no later than 5pm on 14/05/25